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**Job Description – Apprentice & Skills Development Coach**

**JOB TITLE**

Apprentice & Skills Development Coach

**ACCOUNTABLE TO:**

Apprentice Programme Lead

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

To be responsible for the effective and efficient coordination of their role in order to meet their targets and the needs of their learners, employers, and awarding bodies/EPA’s requirements.

To be responsible for undertaking the day to day duties in accordance with their contract of employment job descriptions, college processes, policies and procedures.

To be responsible for ensuring continuous quality improvement within the programme area in accordance with the college's quality policy, procedures and the Ofsted Inspection Framework.

Undertake an agreed programme of IAG, coaching, assessment and delivery for their learners to ensure they have ongoing timely progress and achieve by expected end dates.

To be an active part of the college observation process, supporting own development sharing good practice and ownership of their development plan. To fully utilise the college digital systems, for learner and employer records, learner efficient delivery and ensure records are up to date. Embrace digital development to improve design and delivery.

To undertake the role of internal verifier in accordance with the requirement of internal processes, procedures, external awarding body standards and EPA requirements.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

1. Proactively participate in their performance reviews, ensure meet deadlines and perform day to day duties in accordance with their contract of employment, processes, procedures and targets.
2. Actively partake and contribute to the college key processes, self-assessment and Improvement Plan, in accordance with the college policies and procedures. Help drive improvement ensuring quality, standardisation meetings and staff development activities are undertaken in order that you contribute fully to curriculum development and improvement.
3. To contribute to the design and development of existing and new provision to support our current and future offer is appropriate to market needs.
4. To be innovative with ideas to support income growth and deliver in a cost effective way to sustain their role.
5. To liaise with their line manager and the Business Account Managers to co-ordinate the recruitment of learners including interviews and timely starts. Attend promotional events for the marketing of their provision.
6. To be responsible for ensuring their productivity target is reached, including supporting recruitment of provision and progressions encouraged as part of ongoing learning ethos.
7. To ensure planning, and general administration of their delivery is in accordance with College procedures, funding regulations and Ofsted Inspection Framework to secure learners achieve on time. This includes where relevant, lesson plans, individual learning plans, action plans, course materials, reviews and attendance management.
8. To deliver effective initial advice and guidance using appropriate College tools that support audit requirements and identify learners starting points and timely starts.
9. Ensuring skills, knowledge and behaviours are assessed as relevant from the front end processes. Ongoing development is supported through coaching, training, and assessment using various methods to best suit individual needs and effectively use the eportfolio packages and support materials through the relevant IT platforms.
10. To ensure delivery supports progress of each element of the learners aims. Functional skills assessment and diagnostics are undertaken to support identification of suitable delivery and achievement is early in the programme.
11. To work with employers to support ongoing learner progress and ensure the provision contributes to employer’s objectives. Delivery is triangulated between employers, learners and delivery team, using SMART objectives and regular contact.
12. To actively take part in the observation processes, continuous improvements shared at standardisation meetings, ownership of ideas for self-development and undertaking actions in their development plan to have a positive impact.
13. To be responsible for the coordination of internal verification for their learners and area by expected end dates. Using the portfolio, learner files, tracking reports and team standardisation meetings to ensure internal, external quality assurance regulations are adhere to.

1. To internally verify candidates work and undertake observations in accordance with awarding body and internal quality procedures. Liaising with staff in order to ensure that ongoing progress is met and the learner qualification aims are achieved by expected end dates.
2. To maintain effective liaison with internal verifiers, attending relevant meetings and liaise with the awarding body to arrange the external verification or EPA’s.
3. To provide exit discussions with learners to encourage further training or help to secure positive learners destinations.
4. To participate in the active encouragement of completion of learner and employer surveys to able the college to evidence effective delivery.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Apprentice Skills & Development Coach**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Level 3 or equivalent vocational professional qualification | **✓** |  | AF /Cert |
| Minimum Level 2 literacy & numeracy qualifications & be willing to update skills | **✓** |  | AF/ Cert |
| Assessor and Verifier Qualification |  | **✓** | AF/ Cert |
| Hold a recognised teaching qualification (Cert Ed, PTTLS, PGCE or B.Ed) |  | **✓** | AF/ Cert |
| Relevant Professional Membership |  | **✓** | AF/ Cert |
| Experience |  |  |  |
| Recent relevant teaching or assessing experience | **✓** |  | AF / IV |
| Recent Occupational Experience | **✓** |  | AF / AT / IV |
| Experience of post 16 education, training including curriculum design, delivery, assessment & evaluation | **✓** |  | AF / IV |
| Deal with learner needs and have empathy with client group | **✓** |  | AF / IV |
| Involvement in implement and monitoring of college policy | **✓** |  | AF / IV |
| Experience of Apprenticeship provision. |  | **✓** | AF / IV |
| Experience of FE funding systems |  | **✓** | AF / IV |
| Involvement in seeking out new funding initiatives |  | **✓** | AF / IV |
| Developing new courses |  | **✓** | AF / IV |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | **✓** | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview